

REQUEST FOR PROPOSAL

Exhibition:	Africa's Travel Indaba 2019
Dates:	BONday Day: 06th May 2019
	Exhibition Days: 07-09 May 2019
Services:	Delegate Bag Supplier at Africa's Travel Indaba
Venue:	Inkosi Albert Luthuli International Convention Centre, (Durban, KwaZulu-Natal)

We are pleased to extend this opportunity for provision of services for Africa's Travel Indaba 2019-2020

Our Request for Proposal (RFP) requires you to submit a detailed breakdown of your proposed concept and costs by the specified closure date to be considered as a preferred supplier for the above services for Africa's Travel Indaba 2019-2020

Synergy Business Events (Pty) Ltd is an experienced exhibition and event organiser with infrastructure capacity. We assist our clients with all their project management, sales, logistics and stand-building needs for their exhibitions and events. Our innovative team offers streamlined benefits in tune with our clients' objectives, focusing on delegate, exhibitor and visitor needs.

Synergy Business Events (Pty) Ltd has been appointed official management company of **Africa's Travel Indaba 2019** on behalf of **South African Tourism** for the period 2018 to 2020. As part of this contract, **Synergy Business Events (Pty) Ltd** team is responsible for the planning and implementation including all of the operations and logistics around the execution of one of the largest events on the African tourism calendar - **Africa's Travel Indaba 2019-2020**. This event is held annually in Durban during May.

Africa's Travel Indaba 2019 – Inkosi Albert Luthuli International Convention Centre, (Durban, KwaZulu-Natal) 07th to 09th May 2019.

SECTION 1

GENERAL INFORMATION

1. BACKGROUND

Africa's Travel Indaba, a trade exhibition, is one of the largest tourism marketing events on the African calendar and one of the top three 'must visit' events of its kind on the global calendar. **Africa's Travel Indaba** is a three-day trade event that attracts well over 8000 delegates from the travel, tourism and related industries. The exhibition accommodates over 1000 exhibitors, 654 local and international media, and over 1500 local and international buyers.

The focus for South African Tourism is to market South Africa as a destination to both domestic and international travelers. This is a trade show that provides a platform for the entire tourism industry to conduct business and network.

2. THE BRIEF

Synergy Business Events (Pty) Ltd is seeking an experienced company skilled in manufacturing large quantities of delegate bags.

Synergy Business Events (Pty) Ltd is calling on all interested parties who are confident that they can deliver great management and production services of exceptional standards that will fit into the calibre of the exhibition. It is imperative that the entire prospective delegate bag supplier company is well reputed and knowledgeable about the bag manufacturing, design and layout specifically for trade shows, with a sound track record of quality delivery. They are mandated to assist through the Africa's Travel Indaba Delegate Bag at the exhibition to portray the image of Africa's Travel Indaba as a world class exhibition.

3. SCOPE OF WORK

Synergy Business Events (Pty) Ltd prefers to award one contract to a single service provider that meets with elements specified in this RFP. **Synergy Business Events (Pty) Ltd** is under no obligation to choose the cheapest cost proposal.

The appointed service provider will manufacture and deliver 8000 delegate bags that meet or exceed the basic requirements.

Sample	To be made up as follows Eco Friendly, bio degradable Photo – attached Artwork - Attached
Quantity	8000
Delivery of Samples	28 September 2018 15 Catherine Avenue MISA Office Park Northcliff
Delivery of Finished products	03 May 2019 Inkosi Albert Luthuli International Convention Centre, (Durban, KwaZulu-Natal) 7th to 9th May 2019.

4. RESPONSE TO THE RFP

Sealed sample, delivered no later than **12H00 on Wednesday 03 October 2018.**

TO: **Synergy Business Events (Pty) Ltd**

C/O: Phetogo Kubheka

MISA Office Park

15 Catherine Avenue

Northcliff

indaba@indaba-southafrica.co.za

+27 11 467 5104

Any samples received after this date and time will be considered non-responsive and rejected.

5. REJECTION OF PROPOSALS

Synergy Business Events (Pty) Ltd reserves the right to reject any or all proposals. Issuance of this RFP does not bind **Synergy Business Events (Pty) Ltd** to award a contract, nor does **Synergy Business Events (Pty) Ltd** in any way assume liability for expenses incurred by the proposer in preparation and delivery of its proposal, sample manufacture and production.

6. REQUESTS FOR CLARIFICATION

All correspondence and questions pertaining to this proposal shall be addressed in writing to

Phetogo Kubheka email: indaba@indaba-southafrica.co.za by Wednesday the 3rd of October 2018.

Tel + 27 11 476 5104
indaba@indaba-southafrica.co.za
 Directors: Tiisetso Tau, Justin Hawes,
 Martina Ledwaba
www.synergybe.co.za
 Private bag X7000, Parklands, 2121

7. DELIVERABLES

Successful contractor should be able to deliver on the following:

8000 delegate bags as per approved sample, delivered to venue no later than 03 May 2019

8. CONTRACT AWARD

Synergy Business Events (Pty) Ltd reserves the right, as the interests of **Synergy Business Events (Pty) Ltd (Pty) Ltd** may require, to postpone, accept or reject any and all proposals and to waive any informalities in the proposals received, and to award the contract to the best responsive and responsible Proposer.

SECTION 2 TERMS, CONDITIONS AND REQUIRED CLAUSES

1. TERMS OF PAYMENT

90% payment will be made within 7 days of being awarded the contract as well as receipt of the invoice.

Further 10% within 7 days of fulfilling the contract, timeous delivery and quality of the services provided.

2. PRICE COMPLETE

The price quoted in any proposal shall include all costs necessary to fully complete the required services pursuant to a Contract. Any items omitted from this proposal which is clearly necessary for the services and their intended use shall be considered a portion of such services although not directly specified or called for in this RFP. No advantage shall be taken by the Contractor in the omission of any part or detail which makes the services incomplete.

3. B-BBEE STATUS VERIFICATION

The Proposer must provide **Synergy Business Events (Pty) Ltd** with complete documentation stating their B-BBEE status by including a certified copy of the certification with the proposal.

4. TAX CLEARANCE

The Proposer must provide **Synergy Business Events (Pty) Ltd** with a Tax Clearance Certificate to validate their good standing with SARS and the South African Treasury.

SECTION 4 PROPOSAL FORMAT

This section summarises the documents required by **Synergy Business Events (Pty) Ltd** for the response to this proposal request.

One (1) copy and one (1) original of Contractor's proposal must be submitted and shall be organised in conformity as follows:

1. Cover letter.
2. Original Request for Proposal Documents signed and each page initialed.
3. Summary of proposal requirements.
4. Overview of the proposer's company.
5. Detailed project plan specifying information and deadlines required to be met for the Successful manufacturing and delivery of the Delegate Bags
6. Three (3) traceable and contactable references of previous clients within the last year to include:
 - a. Client name, contact person, contact number, contact email address and overview of completed job for the client.
7. Proposers company experience:
 - a. Years in business.
 - b. Company Location.
 - c. List of previous and current clients.
 - d. List any notable awards if applicable.
8. Proposers company personnel.
 - a. Company organogram (include all personal names and years of service).
 - b. Number of personal responsible for manufacturing and directly responsible for this proposed scope of work.
9. B-BBEE Certificate (Certified Copy).
10. Tax Clearance Certificate (Original).
11. Proof of Company Address.

Synergy Business Events (Pty) Ltd would like to thank you for taking the time to respond to the Request for Proposal.